

City Attorney
Adopted Budget – FY 2006/07

City Attorney

ADMINISTRATION
10015101
Law Office Manager
Administrative Assistant
Office Specialist

LITIGATION

10015101
Assistant City Attorney

Senior Deputy City Attorney
Deputy City Attorney III (2)
Investigator
Legal Secretary (3)

ADVISORY

10015101
Assistant City Attorney

Senior Deputy City Attorney
Deputy City Attorney III (2)
Deputy City Attorney I
Legal Secretary

City Attorney

Department & Division Descriptions

The City Attorney's office represents and advises the City Council and all City officers in matters of law pertaining to their offices. This includes prosecution on behalf of the people in criminal cases arising from violation of the City charter or City ordinances, appearing for the City in all civil actions, appearing on behalf of any city officer or employee for any act arising out of City employment or by reason of official capacity, attending all regular meetings of the City Council to provide advice, approving the form of all contracts, bonds, and insurance, and preparing all ordinances and resolutions of the City Council. The City Attorney's Office has two divisions, each supervised by an Assistant City Attorney: Litigation and Advisory.



City Attorney Administration

The purpose of the City Attorney administration is to provide management, clerical, financial, and records support.

Litigation Division

The Litigation Division handles all civil matters on behalf of the City and its employees and officials. In addition, it provides legal advice regarding personnel matters.

Advisory Division

The Advisory Division provides daily legal advice on all matters to the City Council and City officers. It prepares all ordinances, resolutions, opinions, contracts, leases, documents, and municipal code prosecutions. In addition, it coordinates administrative citation processing and provides staff support to the City Council, boards and commissions.

Ongoing Activities & Projects

City Attorney Administration

- Manage and supervise daily operations of the City Attorney's office
- Maintain document management software and create manual
- Maintain closed matters offsite
- Manage addition of a Senior Deputy City Attorney
- Create and maintain department quarterly and annual reports
- Update and maintain department website

Litigation Division

- Defend and prosecute all civil matters wherein the City is a party; including police matters, land use decisions, contract disputes, personnel grievances, automobile accidents, slip and fall injuries, and constitutional challenges
- Coordinate with outside attorneys and city's insurance adjuster on related legal matters

Advisory Division

- Provide on-going legal advice to Redevelopment Agency and 13 city departments
- Provide legal assistance regarding eight labor organizations and related personnel matters
- Attend, advise, and prepare for approximately 75 City Council, commission, and committee meetings
- Prosecute in the name of the People all violations of the City charter and municipal code
- Review administrative citations and hearings
- Prepare all ordinances and resolutions for City Council consideration

City Attorney

Performance Measures

	FY 2005/06	FY 2006/07 Budget	FY 2006/07 Projected
Objective: 1. Respond to 95% of Public Records Act requests within three business days.			
Measure: % of Public Records Act request responded to within three business days	N/A	95%	95%
Objective: 2. Prepare City ordinances and City Council resolutions within ten business days of request 95% of the time.			
Measure: % of ordinances and resolutions prepared within ten business days	N/A	95%	95%
Objective: 3. Review 100% of standard agreements within three business days.			
Measure: % of standard agreements reviewed within three business days	N/A	100%	100%
Objective: 4. Prosecute municipal code violations within three months, 95% of the time.			
Measure: % of municipal code violations prosecuted within three months	N/A	95%	95%
Objective: 5. Process 95% of administrative hearings within 30 days of receipt.			
Measure: % of administrative hearings processed within 30 days of receipt	N/A	95%	95%
Objective: 6. Provide ongoing legal advice to all departments in a timely manner, 95% of the time.			
Measure: % of ongoing legal advice to all departments in a timely manner	N/A	95%	95%
Objective: 7. Provide aggressive and cost-effective defense of all civil litigation, 100% of the time.			
Measure: % of aggressive and cost –effective defense of all civil litigation	N/A	95%	95%



City Attorney
Adopted Budget - FY 2006/07
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	1,121,824	1,244,155	1,347,585	1,626,863	1,538,003	1,560,504	-4.08%
Salaries, Temporary	38,574	25,439	19,107	30,826	30,826	20,826	-32.44%
Salaries, Overtime	1,760	743	6,380				
Benefits	268,212	340,441	390,331	536,571	488,724	574,176	7.01%
PERSONAL SERVICES	1,430,371	1,610,778	1,763,403	2,194,260	2,057,553	2,155,506	-1.77%
OPERATING EXPENSES							
Utilities	558	770	540			7,000	
Equipment and Supplies	62,474	66,546	93,886	73,900	116,701	73,900	0.00%
Repairs and Maintenance	342			1,000	1,000	1,000	0.00%
Conferences and Training	6,436	11,926	15,168	14,500	14,500	20,000	37.93%
Professional Services	1,704,322	1,110,571	359,816	967,306	684,740	450,000	-53.48%
Other Contract Services	80,897	69,670	92,221	63,000	63,000	63,000	0.00%
Rental Expense		462	1,017		600		
Expense Allowances	4,958	6,046	6,023	6,000	6,000	6,000	0.00%
Other Expenses		448	1,509	2,000	2,000	2,000	
OPERATING EXPENSES	1,859,987	1,266,440	570,180	1,127,706	888,541	622,900	-44.76%
CAPITAL EXPENDITURES							
Improvements			70,178		7,363		
Equipment					15,110		
CAPITAL EXPENDITURES			70,178		22,473		
NON-OPERATING EXPENSES							
Grand Total(s)	3,290,358	2,877,218	2,403,762	3,321,966	2,968,567	2,778,406	-16.36%
General Fund	2,837,218	2,771,391	2,325,883	3,071,966	2,700,928	2,628,406	-14.44%
Other Funds	453,140	105,827	77,879	250,000	267,639	150,000	
Grand Total(s)	3,290,358	2,877,218	2,403,762	3,321,966	2,968,567	2,778,406	-16.36%

Personnel Summary	15.00	15.00	17.00	17.00	17.00	18.00	1.00
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City Attorney
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
City Attorney							
PERSONAL SERVICES							
Salaries, Permanent	1,121,824	1,244,155	1,347,585	1,626,863	1,538,003	1,560,504	-4.08%
Salaries, Temporary	38,574	25,439	19,107	30,826	30,826	20,826	-32.44%
Salaries, Overtime	1,760	743	6,380				
Benefits	268,212	340,441	390,331	536,571	488,724	574,176	7.01%
PERSONAL SERVICES	1,430,371	1,610,778	1,763,403	2,194,260	2,057,553	2,155,506	-1.77%
OPERATING EXPENSES							
Utilities	558	770	540			7,000	
Equipment and Supplies	62,474	66,546	93,886	73,900	116,701	73,900	0.00%
Repairs and Maintenance	342			1,000	1,000	1,000	0.00%
Conferences and Training	6,436	11,926	15,168	14,500	14,500	20,000	37.93%
Professional Services	1,249,586	1,004,744	281,937	717,306	417,101	300,000	-58.18%
Other Contract Services	82,493	69,670	92,221	63,000	63,000	63,000	0.00%
Rental Expense		462	1,017		600		
Expense Allowances	4,958	6,046	6,023	6,000	6,000	6,000	0.00%
Other Expenses		448	1,509	2,000	2,000	2,000	
OPERATING EXPENSES	1,406,847	1,160,613	492,301	877,706	620,903	472,900	-46.12%
CAPITAL EXPENDITURES							
Improvements			70,178		7,363		
Equipment					15,110		
CAPITAL EXPENDITURES			70,178		22,473		
City Attorney	2,837,218	2,771,391	2,325,883	3,071,966	2,700,928	2,628,406	-14.44%

Significant Changes

The reallocation of a Deputy City Attorney III to a Senior Deputy City Attorney has been requested. The Senior level would serve as an advisory counsel position providing legal advice on all matters to the City Council and City officers. An Office Specialist is also requested to enter data and maintain the ProLaw document management software, as well as to provide general office support. Other changes in Personal Services are due to the fact that Deputy City Attorney positions were filled at salary steps below last year's appropriation, leading to a slight decrease in this area.

Permanent Personnel	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Change from Prior Year
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Senior Deputy City Attorney	1.00	1.00	1.00	1.00	1.00	2.00	1.00
Deputy City Attorney III	4.00	4.00	5.00	5.00	5.00	4.00	(1.00)
Deputy City Attorney I	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Law Office Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Investigator	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Office Specialist	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Legal Secretary	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Total	15.00	15.00	17.00	17.00	17.00	18.00	1.00



City Attorney
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Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
Redevelopment-Legal							
PERSONAL SERVICES							
OPERATING EXPENSES							
Professional Services	454,736	105,827	77,879	250,000	267,639	150,000	-40.00%
Other Contract Services	-1,596						
OPERATING EXPENSES	453,140	105,827	77,879	250,000	267,639	150,000	-40.00%
CAPITAL EXPENDITURES							
NON-OPERATING EXPENSES							
City Attorney	453,140	105,827	77,879	250,000	267,639	150,000	-40.00%

Significant Changes

The need for outside legal service was reduced with the hiring of two new attorneys in FY05/06.

Permanent Personnel	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Change from Prior Year
							0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00



City Attorney
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Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
ATY City Attorney							
ATY City Attorney							
10015101 City Attorney Admin	1,585,044	2,565,558	2,325,883	3,071,966	2,700,928	2,628,406	-14.44%
10015301 Contract Legal Services	1,252,174	205,833					
ATY City Attorney	2,837,218	2,771,391	2,325,883	3,071,966	2,700,928	2,628,406	-14.44%
Other Funds							
30515101 Administration City Attorney	435,239	105,827	77,879	250,000	267,639	150,000	-40.00%
55215610 Liability/Insurance	17,901						
Other Funds	453,140	105,827	77,879	250,000	267,639	150,000	-40.00%
General Fund	2,837,218	2,771,391	2,325,883	3,071,966	2,700,928	2,628,406	-14.44%
Other Funds	453,140	105,827	77,879	250,000	267,639	150,000	-40.00%
Grand Total(s)	3,290,358	2,877,218	2,403,762	3,321,966	2,968,567	2,778,406	-16.36%